

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOT10311551
POSITION NO: 243173
POSITION TITLE: _____

DATE POSTED: 02/29/16
CLOSING DATE: 03/11/16

DEPARTMENT NAME / WORKSITE: DOT/Department of Project Management/Tse Bonito, NM

WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AB62A</u>
WORK HOURS: <u>8:00 am - 5:00 pm</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ <u>34,028.80</u> PER ANNUM
	SEASONAL: <input type="checkbox"/> DURATION : _____	\$ <u>16.36</u> PER HOUR
	TEMPORARY: <input type="checkbox"/> _____	

DUTIES AND RESPONSIBILITIES:

Conduct field investigations on proposed road projects by contacting owners, leasers, and obtain supporting documentation from affected land users. Provide information and obtain written consents from property leases and/or owners for Navajo Division of Transportation's road projects by meeting with chapter officials, affected land users and other concerned tribal entities for field clearance reports. Process right(s)-of-way field clearances and applications for NDOT road improvement and/or construction activities for public land use. Coordinate field clearance meetings with grazing permit holders and committee members at residents, chapters, Navajo Nation agencies, county, state and federal offices. Conduct field investigation and research land status to utilize land for right(s)-of-way for all road projects. Develop reports and name the consent applicant(s) as the affected land users and review legal descriptions, survey plats and land status reports. Insure accurate compensation to correct parties. Prepare monthly reports on project activities. Maintain database and hardcopy files of all transactions. Prepare Right(s)-of-way project applications and resolutions for Navajo Nation Council Resource and Development Committee for endorsement for Navajo Nation Council approval.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's degree in Real Estate, Surveying or an engineering related field; and two (2) years of progressively responsible technical work in land negotiations or right of way acquisition.

Special Requirements:

- Possess a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of federal and Navajo Nation rules, regulations, codes and guidelines on public acquisition of rights of way. Knowledge of Navajo Nation Home site, grazing and other leases and ownership policies and procedures. Knowledge of customer service/public relations methods and practices. Knowledge of computer hardware, software and peripherals. Knowledge of real estate practices and procedures. Skill in reviewing applications, legal land descriptions and quad maps for completeness and compliance with applicable guidelines. Skill in utilizing verbal and written communication in bilingual presentations to Chapters and individuals. Skill in reviewing and presenting technical assistance related public right of ways. Skill in establishing and maintaining effective working relationships.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.